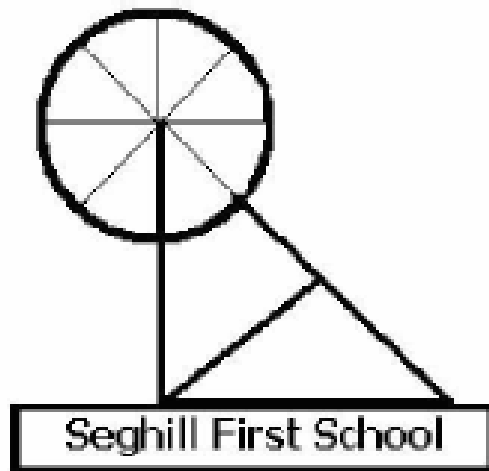


# Seghill First School

Moving in to Early Years class 2 in  
September 2016



A guide for parents and carers

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## Section 1- Staff

In September, your child will be moving in to Early Years class 2. The Early Years class 2 form teacher will be Mrs Murdy. Children in Early Years class 2 are taught by Mrs Murdy and other staff, depending on which groups they are working in. Mrs Borrie, Mrs Spencer and Miss Fluke support learning in Early Years class 2. Mrs Borrie also provides cover for Mrs Murdy.

## Section 2- Morning routines

Early Years class 2 children, parents and carers are welcome to use **both entrances** to the school (from the top or bottom yards). The doors open from 8:35am to 8:45am. The doors close at **8:45am** and children must be in their classroom by this time. Children will then leave their classroom and go to the hall for **assembly or singing practice after registration**.

**Pegs** for coats and PE bags are located outside the classroom in the corridor. Children should bring their **water bottles and packed lunch** in to the classroom with them. When the registers have been completed children should put their **packed lunch** in the chiller trolley outside the classroom.

Children should put any **money** (in a named envelope) and **slips or letters** in the tin in the classroom. We cannot accept money that is not in a named envelope.

Parents and carers are welcome to bring your child to the classroom. However, we would ask Early Years class 2 parents and carers to **leave your child at the classroom door** and allow them to enter the classroom on their own; please do not come in to the classroom.

Parents and carers can speak to Mrs Murdy briefly and informally at this time. If you wish to discuss a more serious or confidential matter, please make an appointment to see Mrs Murdy at an alternative time.

## Section 3- Lunchtime routines

Lunchtime for children in Early Years class 2 starts at 11:45am. They will have their lunch in the dining room, irrespective of whether they have school meals or packed lunches. They will play on the yard or the field or in the middle garden (weather permitting).

Children in Early Years class 2 may bring a packed lunch or have school meals. All children in Early Years class 2 are entitled to a school meal free of charge due to the Universal Free School Meals Initiative.

Children cannot switch between school meals and packed lunch during the course of a week. If you would like your child to change from school meals to packed lunch or vice versa, you must inform us in writing with one week's notice.

School meals must be paid for in advance. Parents and carers who are eligible for Free School Meals should apply via the online portal on the local authority website at [www.northumberland.gov.uk](http://www.northumberland.gov.uk)

#### Section 4- End of the day routines

The school day ends at 3:15pm. Please collect Early Years class 2 children from the door inside the Early Years garden. Parents and carers who also have to collect older children should then **walk around to the bottom yard to collect children in Years 1 and 2 and/or and then the top yard** to collect children in Years 3 and 4. Staff will wait in the porch until your children are collected.

Children in Early Years class 2 are not allowed to leave the school premises without an adult. Children must be collected **by an adult at least 16 years of age and known to staff from inside the top yard.**

**Children will not be sent to adults in waiting cars or adults waiting on Cheviot View, Barrass Avenue or the car park.**

If someone is collecting your child who is not known to school and/or there is a change to collection arrangements, please inform your child's class teacher before school or telephone school and let us know. Adults may be known to your child but if they are not known to us, your child will not be allowed to go with them.

## Section 5- School uniform and PE kit

We expect children in all year groups to wear school uniform.

### 5.1 School uniform

#### Girls

red sweatshirt or cardigan\*  
white or red polo top\*  
grey or black skirt, trousers or pinafore  
black flat heeled shoes

In warm weather girls can wear a red and white checked gingham dress; girls and boys can wear black or grey school shorts.

#### Boys

red sweatshirt\*  
white or red polo top\*  
grey or black trousers  
black shoes

**Children may not wear trainers for school.**

Our expectations for **hairstyles** reflect our high expectations for school uniform. With this in mind, extreme hairstyles are not permitted. This includes shaved shapes or lines, Mohicans, extensions, bleaching, streaks, bright colours and styles which require styling products to maintain them. Plain hair bands, bobbles and slides are acceptable.

### 5.2 PE kit

#### Winter PE kit for boys and girls

plain white t-shirt\*  
plain navy shorts

#### Summer PE kit for boys and girls

plain white t-shirt\*  
plain navy shorts  
trainers or sandshoes

Items marked with \* carry the school logo and are available to buy from the school office.

The class will have two **PE lessons** every week. Parents and carers who want their child to be excused from PE for medical reasons should inform Mrs Murdy in writing. PE days are displayed on the parents' noticeboard outside the classroom and on the school website.

## Section 6- Behaviour

We have high expectations of the behaviour and conduct of all children in our school. We have a set of **Golden Rules** which are applied consistently across all year groups which clearly state our expectations for behaviour. The Golden Rules are-

- Follow instructions the first time they are given;
- Walk in school;
- Keep your hands, feet and other objects to yourself;
- Show respect to other people and their property.

We have a policy on rewards and sanctions. Children who demonstrate noteworthy actions, attitudes or deeds will be awarded a Smiley. Smileys are accrued and children are rewarded for achieving agreed totals (see Rewards policy).

We also have a system for rewarding behaviour at playtimes and lunchtimes, where each class can gain a Playground Point for every playtime and lunchtime when there is no unacceptable behaviour from anyone in their class. Again, Playground Points are accrued and children are rewarded for achieving agreed totals (see Rewards policy).

## Section 7- Communication

We believe that all children achieve more when school and parents and carers work together. We also believe that parents and carers can play a more active role in your child's education if you know what the school is trying to achieve and what your children are learning about in school.

We encourage parents and carers to let us know immediately if there are any issues that may affect your child at school. Mrs Murdy should be the first person to speak to about any issues relating to your child's learning and behaviour. Please make an appointment to see Mrs Murdy or Miss Chappell to discuss a more serious issue.

### 7.1 Information about events

Your child will bring home a **newsletter** once every fortnight. This tells you about events that are coming up in school and any new initiatives or changes. Copies of the newsletters are also on the school's website. We also send out letters about other events and to give you information.

## 7.2 Information about your child's learning and progress

There will be a **class coffee morning** in the second week of each term for teachers to talk to parents and carers and tell you what your child will be learning about in the next term. It will also include advice and tips on how to support your child's learning at home.

At the **meetings for parents and carers with teachers** in autumn 2016 and spring 2017 there is an opportunity for parents and carers to meet one to one with your child's teacher to talk about your child's learning and progress. Teachers will tell you about the level of attainment and progress for your child and how this compares to age expected levels, as well as sharing their targets for reading, writing and maths.

In the summer term 2017 parents and carers will receive an **annual report**.

## Section 8- Attendance and punctuality

We expect all children to attend school every day unless they are too ill to do so. Parents and carers have a **statutory duty** to inform the school on the first day of any absence by telephoning school **before 9:15am**. Parents and carers must tell us the reason for their child's absence and the date that they expect them to return to school.

If a child returns to school and they need to take medication, parents and carers must fill in a **medication form** available from the school office. We can only administer medication that has been prescribed by a doctor. We cannot administer over the counter medication. We cannot administer medicine which needs to be given three times each day.

Leave of absence during term time will not be authorised unless evidence of exceptional circumstances are provided. **Penalty notices** will be issued in the following circumstances-

- repeatedly poor attendance without medical evidence;
- a child has poor attendance and is taken out of school for leave of absence during term time without evidence of exceptional circumstances;
- a child is taken out of school for leave of absence on more than one occasion in any school year, irrespective of their attendance;
- a child is taken out of school for leave of absence in more than one consecutive year, irrespective of their attendance.

## Section 9- Homework

**Homework**, including reading, will be given out each week on a Friday. Please help to support your child's learning by ensuring their homework is returned on time every Wednesday, and inform the class teacher if there are any problems with this.

## Section 10- Other information

Our website is [www.seghill.northumberland.sch.uk](http://www.seghill.northumberland.sch.uk)

Our office manager is Mrs Elliott. She can be contacted on 0191 2370419.

Our Special Educational Needs coordinator is Mrs Knowles.

If you wish to receive messages and /or emails via our message service, please ensure that you have completed the registration process required by Parentmail, or see Mrs Elliott in the school office.